

Human resources

FO Job description

Department:	Fund Servicing
Title:	Treasury Accountant (Analyst)
Level:	Analyst
Reporting to:	Head of Treasury, Vice President
Contract type:	Permanent
Office	Birmingham
Role Purpose:	To manage banking and liquidity functions of private equity Fund of Funds and Direct/Clean Energy Investment Funds.

Tasks and responsibilities:

- Maintain accounting records and ensure accuracy and completeness of data
- Perform daily reconciliations of bank and money market fund statements in accordance with prescribed deadlines
- Co-ordinate and monitor the fund invoice process
- Basic understanding of Private Equity industry and the Fund structure
- Clear understanding of the existing processes and procedures
- Prepare timely and accurate year-end support files for annual audits as required
- Efficient user of the database and ability to run reports and handle minor troubleshooting before escalating to supervisor
- Analyse and process daily cash transactions including the monitoring of liquidity for the funds
- Liaise closely with other internal departments to ensure timely and accurate settlement of payments
- Prepare distribution and call notices
- To prepare/release payments for allocated funds
- Any other duties commensurate with the nature and position of the post

Experience / background:

- Professional accounting qualification preferred but not essential
- Private equity knowledge preferred but not required
- Experience in a similar role preferred but not essential
- Proficiency in Excel and other MS products
- Experience with FIA (Front Invest Advisor) ideal, but not required

Language skills:

- English (fluent – oral and written)
- German (desirable but not essential)

Competencies (apart from being a team player, high energy level, self-starter, quick grasp, etc):

- Must be analytical and able to work on own initiative
- Must have the ability to operate within a continuously evolving and competitive business environment
- Must be able to integrate quickly into a new working environment
- Must have the ability to work accurately under pressure and to meet client deadlines
- Must be proactive in managing workloads and addressing potential issues
- Must be able to take ownership of delegated responsibilities

- Must be capable of communicating clearly and effectively both internally with other departments, and externally with clients, investors and fund managers, both orally and written
- Must be committed to high quality and service orientation
- Must have good organisational skills with the ability to multitask

Management of people: None

Job specifics: To be discussed

Compiled by: Frances Carter

Date: September 2018